

**BY ORDER OF THE
INSTALLATION COMMANDER**



**CHARLESTON AIR FORCE BASE
INSTRUCTION 36-301**

1 NOVEMBER 2000

Personnel

***PILOT AND LOADMASTER QUARTERLY
AWARDS PROGRAM***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction describes the eligibility rules and nomination procedures for the 437th Airlift Wing (AW) Pilot and Loadmaster Quarterly Awards Program. It applies to 437 AW military only.

1. Purpose: The Pilot and Loadmaster Quarterly Awards Program is designed to recognize those individuals who demonstrate exceptional leadership, initiative, and duty performance in the aircrew arena. It is designed to recognize those that excel at meeting the mission needs and overcoming unusual circumstances associated while logging flying time. It is not designed to recognize additional efforts performed in the wing, group, squadron or community.

2. Responsibilities:

- 2.1. Unit commanders and agency chiefs will nominate deserving individuals under their authority who are eligible for this program.
- 2.2. The 437th Operations Group Superintendent will administer the program on behalf of the 437 AW.

3. Eligibility:

- 3.1. All Air Force military assigned against a 11A3 for pilot and 1A2X1 for Loadmaster position on the Unit Manpower Document, assigned to the 437 AW are eligible. They must also meet the criteria below.
 - 3.1.1. No active UIF during the eligibility period.
 - 3.1.2. Not in Phase I of the Weight Management Program.
 - 3.1.3. Officers only: No rating on the last OPR showing the person "Does not meet Standards."
 - 3.1.4. Enlisted only: Rating of at least a "4" in Section IV of last EPR.

4. Nomination Format:

4.1. The quarterly award periods are as follows: January-March, April-June, July-September, and October-December.

4.2. Nominations will be presented verbally at a time to be determined by the Operations Group Commander. Presentations will be made by the Sq/CC or designated representative. Presentations will be no longer than ten minutes. Presentations will describe the person's accomplishments during the award period.

4.2.1. The intent of this award is to recognize persons who have been moving the mission. All comments shall be guided by this intent. Samples of what to include: Number of hours flown during the quarter. Number of days TDY flying missions. Number and type of missions and local flights flown. Grades received on any evaluations. Unusual circumstances or situations encountered and methods used to overcome these obstacles. Circumstances that made tasks difficult, and accomplishments demonstrating a unique level of resourcefulness, innovation, or capability, why and to whom the contributions were important.

4.2.2. What NOT to include: Other awards, professional military or civilian education, community service, or other extraneous information not related to flying accomplishments.

4.3. Nominations from each unit/agency for each award period must be accompanied by a nomination letter signed by the unit commander or designated representative attesting to the superior qualifications of the nominees. A copy of the attached nomination letter with all information handwritten in is acceptable. See attached nomination letter.

5. Award Categories:

5.1. Nominations will be limited to one submission per category, per unit. Only individuals meeting the criteria in paragraph 3. will be considered.

5.2. 437th Airlift Wing Pilot/Loadmaster of the Quarter. This award recognizes superior performance and significant contributions to the Air Force or Department of Defense in the area of aircrew operations. There is no program for Pilot/Loadmaster quarterly awards above the 437 AW level. Annual award programs for Pilot and Loadmaster of the year are covered by a different instruction.

6. Selection Process: Verbal nominations will be scored by a panel of board members approved by the 437th Operations Group Commander. The panel will consist of: OG/CC, OG/CD or OG/CD1 as the Chairman and all Sq/CC's or representatives. Sq/CC's are voting members. The Chairman will vote in the advent of a tie. Nominations without competition will still be judged for viability and will not automatically be awarded.

7. Recognition: Quarterly award winners will be recognized at the OG Quarterly Awards Ceremony. All award winners will be posted to the OG Web Page and advertised in the Official Bulletin.

ROBERT R. ALLARDICE, Colonel, USAF
Commander

Attachment 1

PILOT/LOADMASTER OF THE QUARTER NOMINATION LETTER

MEMORANDUM FOR 437 OG/CC

FROM: _____/CC

SUBJECT: Pilot/Loadmaster of the Quarter Award

A1. (Rank/Name) _____ is nominated for the award of Pilot of the Quarter.

A2. (Rank/Name) _____ is nominated for the award of Loadmaster of the Quarter.

A3. These nominations are for the quarter of (Please circle); Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec.

A4. Subject individual is in good standing, well qualified for this award, and:

a. Did not have an active UIF during this period.

b. Is not in Phase I of the Weight Management Program.

c. Earned a rating of at least "Promote" on last OPR for officers, or at least a "4" in EPR Section IV for enlisted.

Signed
Commander